



# INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

Dt: 06-11-2020

Dear

Zonal / Chapter Council Members

Congratulations to all elected chapter Zone / Council members.

The existing Zonal / Chapter Council may call for a meeting for handing over of charges to the newly elected body. The below mentioned issues are to be taken care of in this meeting.

1. All previous and present elected will meet. Due to covid let there be Zoom meetings or whatever convenient.
2. There will be an appointed observer for every meeting. The Chapter may finalize the observer and communicate to the CC / HO for approval.
3. The outgoing council will give a brief on activities, issues, All Bank Accounts they handled,
4. Account pending issues if any and
5. Handover all blank cheque books, pass book, accounts books maintained, minutes register and all other record plus any FFF pertaining to IIISLA.
6. Elections shall be held for new office bearers.
7. KYC of all the outgoing and incoming council members shall be collected by the newly elected body and submitted to the HO on priority..
8. Meeting shall be recorded.
9. Resolution to be passed to close all their operating / existing / known bank accounts and surrender the balance into HO account. The details of the same be shared to HO.
10. Resolution to be passed to open a fresh bank account with the Bank named by HO.

Regards

Er Rahul Jadhav  
BE , PGDRIM,LLM  
National Secretary IIISLA